

**OFFICE OF THE GENERAL COUNSEL
Division of Operations-Management**

MEMORANDUM OM 12-24

January 6, 2012

TO: All Regional Directors, Officers-in-Charge, and Resident Officers

FROM: Anne Purcell, Associate General Counsel

SUBJECT: Use of Judges e-Rooms and the LPN form

Since NxGen has been deployed to the Regions, Regional users have asked if they can discontinue placing the complaint and other litigation documents in the Judges eRooms. Because development of NxGen for the Judges Division is not yet complete, Regions still must use the Judges eRooms to transmit these documents. However, we are discontinuing use of the CATS generated Litigation Participant Notification sheet announced in OM Memorandum 07-48.

In order to ensure that the Division of Judges has the appropriate contact information to set up prehearing conferences and other communications, please follow the instructions below.

The Regions will continue contact the Division of Judges to secure a hearing date. After that date is secured, Regions will enter the relevant hearing information and upload the complaint, answer, and other appropriate case documents into the e-Room database. In the "Additional Information" section of a case record, the Regions will click on the "Add a Comment" button and enter the name and telephone number of the Counsel for the General Counsel assigned to the hearing (or the Regional Attorney if no attorney has been assigned). Regions will upload into the eRoom a copy of the Participant List generated in NxGen after they have insured the names, addresses and phone numbers of the participants on the case are correct. If the Counsel for General Counsel changes before the case goes to hearing, the Region should update this information in the eRoom by editing the information in the "Comment" section.

Following these procedures will allow documents and case information to be accessed by the Division of Judges, Records Management, and Operations.

If you have any questions about this memorandum please contact your NxPerts, your NxGen Program Analyst, or your AGC or Deputy.

/s/
A. P.

cc: NLRBU

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